University of Washington
STUDENT-ATHLETE
SPECIAL ASSISTANCE FUND
Policy and Procedures

General Policy

The NCAA Student-Athlete Special Assistance Fund (SAF) assists student-athletes in Division I with special financial needs. It is the policy of the Department of Intercollegiate Athletics at the University of Washington that the SAF shall be used to meet the student-athletes' needs of an emergency or essential nature for which financial assistance otherwise is not available.

It shall be the responsibility of those overseeing the SAF to administer and distribute the funds fairly and equitably. In addition, they must take reasonable steps to publicize the existence of the SAF to all student-athletes in order to ensure that it benefits as many eligible student-athletes as possible.

Eligibility for the SAF

The following student-athletes are eligible to receive funds from the SAF:

1. Student-athletes who have qualified for a Pell Grant in accordance with federal financial aid guidelines (including student-athletes who have exhausted their athletics eligibility and student-athletes who are no longer able to participate because of medical reasons).

2. Student-athletes who are receiving countable athletic aid and are not eligible for a Pell Grant but have "demonstrated financial need." Demonstrated financial need is defined as the cost of attendance minus expected family contribution prior to any athletically-related aid or other aid being awarded.

    - For a domestic student-athlete, the existence of demonstrated financial need will be determined annually by the Office of Student Financial Aid using the needs analysis methodology applicable to the awarding of need-based aid for all students. Note: A completed Free Application for Federal Student Aid (FAFSA) form must be submitted to the federal processor each year in order for this determination to be made.

    - For an international student-athlete, the existence of demonstrated financial need must be determined and certified annually in writing by the Office of Student Financial Aid. Note: An international student-athlete who wishes to apply for the SAF must submit a completed FAFSA form to the Department of Intercollegiate Athletics' Financial Aid Program Coordinator each year, who will forward it to the Office of Student Financial Aid for review.

The following student-athletes are not eligible to receive funds from the SAF:

1. Student-athletes (domestic or international) who receive countable aid and are not Pell-eligible and do not have demonstrated financial need.

2. Student-athletes (domestic or international) who do not receive any countable aid and are not Pell-eligible, regardless of whether they have demonstrated financial need.

3. Nonqualifiers in their initial year of residence at UW.

Permissible & Impermissible Uses

The permissible uses of funds from the SAF are limited to the following:

1. Clothing, travel expenses between the student-athlete's home and campus and other essential expenses (e.g., shoes, toiletries, cleaning supplies, backpack, umbrella, pens, pencils, highlighters, etc.), up to a maximum of $500 per academic year.

2. Medical and dental costs not covered by another insurance program (e.g. premiums for optional medical insurance, hearing aids, vision therapy and off-campus psychological counseling).

3. Costs associated with student-athlete or family emergencies (e.g., travel expenses to attend a family member's funeral).

Funds from the SAF may not be used for the following:

1. Financing any portion of an institutional grant-in-aid that could have been awarded to the student-athlete.

2. Entertainment expenses for student-athletes.

3. The purchase of disability, illness or injury insurance to protect against the loss of potential future professional sports earnings.

4. Administrative purposes (no salaries or staff expenses for administration of the funds may be paid from the SAF).

Annual Budgeting & Allocation of Funds

Each year, at the beginning of the fall quarter, the total balance of the SAF account shall be allocated among the three permissible expense categories (i.e., "Clothing, Travel & Essential Expenses," "Medical/Dental" and "Emergencies"). The Financial Aid Coordinator shall make a recommendation regarding the appropriate allocation. The allocation is subject to review and approval by the Executive Associate Athletic Director before any funds are disbursed. An attempt should be made to allocate an amount to the "Clothing/Travel & Essential Expenses" that will be sufficient to enable the estimated number of qualified recipients to receive $500 each. The allocation among the three expense categories may be revised during the academic year as necessary to cover student-athlete needs, subject to the approval of the Executive Associate Athletic Director.

Procedures

Educating Student-Athletes Regarding Existence of SAF

The Compliance Office shall make student-athletes aware of the SAF and the application process by: (i) making an announcement during annual NCAA compliance meetings with the teams; and (ii) sending an e-mail to all student-athletes early in the fall quarter each year. In addition, the coaches are expected notify the student-athletes of the existence of the SAF and encourage eligible student-athletes to apply.

By November 15 each year, the Financial Aid Coordinator will compile a list of Pell Grant recipients and international student-athletes who have not yet applied for the SAF. The Financial Aid Coordinator will provide their names to the appropriate Head Coaches. The Financial Aid Coordinator will contact each of the Pell Grant recipients on the list and encourage them to apply. In addition, the Financial Aid Coordinator will contact the international student-athletes on the list and encourage them to complete a FAFSA and submit it to the Financial Aid Coordinator to determine their eligibility.

Application & Notice of Approval

Student-athletes may apply for the SAF beginning in the second week of the fall quarter. Any student-athlete seeking SAF money must complete a Student-Athlete Special Assistance Fund application in order to be considered for any award. Each application must be approved by the Financial Aid Coordinator, the designated counselor at the Office of Student Financial Aid, the Executive Associate Athletic Director and the Senior Associate Athletic Director for Business.

Whenever a student-athlete's application for SAF has been approved, the Financial Aid Coordinator shall notify the student-athlete via e-mail or phone. Upon receipt of such notice, it is the student-athlete's responsibility to contact the Financial Aid Coordinator promptly to take the appropriate next steps.

Distribution of Funds

The SAF shall be distributed to qualified student-athlete recipients as follows:

- **Clothing, Travel and Essential Expenses.** Funds to cover the costs of clothing, travel and essential expenses will be distributed in two separate disbursements via a Visa gift card. The first disbursement, which shall be in the amount of $250.00, will be made as soon as practicable after a student-athlete's application has been processed and approved. The second disbursement will be made no earlier than February 1. The amount of the second disbursement will depend on the remaining balance of the SAF account and the projected number of award recipients, but may not exceed $250.00 ($500.00 total for the academic year).
    - Student-athletes who will graduate at the end of fall quarter or withdraw from the university prior to the February disbursement are not eligible to receive the second disbursement.
    - Student-athletes who apply to the SAF after the February disbursement, but were in attendance at UW for the entire year, shall be eligible to receive two disbursements. The first will be made as soon after the application is approved as possible. The second disbursement will be made after the student-athlete returns the receipts from the first disbursement.

- Student-athletes who enter UW mid-year, and apply to the SAF after the February disbursement, are eligible to receive one disbursement only, which will occur as soon after the application is approved as possible.

When a student-athlete's application for Clothing, Travel or Essential Expenses has been approved, the Financial Aid Coordinator shall notify the student-athlete via e-mail or phone. Upon receipt of such notice, the student-athlete must pick up his/her gift card from the Financial Aid Coordinator. The student-athlete will be required to sign a form acknowledging receipt of the card and agreeing to use the card in accordance with this policy and shall record on the form the account number of the gift card assigned to them.

Student-athletes must use the gift card for qualified purchases only. All items purchased must be for the exclusive use of the card recipient. With 15 days of receiving the card, the student-athlete must return receipts to the Financial Aid Coordinator reflecting qualified purchases. Each receipt must reflect the item purchased and the gift card account number. The Financial Aid Coordinator may grant an extension of the 15-day deadline in extenuating circumstances. Using the card for improper purchases or failing to return receipts in a timely manner may result in ineligibility to receive additional SAF awards in any of the three permissible categories in the current academic year or in subsequent academic years. However, if a student-athlete uses the card for improper purchases, the student-athlete may re-establish eligibility for future disbursements by (i) repaying the amount misspent; or (ii) using his or her own money to make qualified purchases and returning the receipts.

- **Medical & Dental Expenses**: Funds for medical and dental expenses will be paid directly to the health care provider upon approval of the student-athlete's application. If the student-athlete has already paid the bill, the student-athlete will be reimbursed directly.

- **Emergency Expenses:** Funds for expenses associated with student-athlete or family emergencies will be paid on a reimbursement basis only. The student-athlete must return receipts for travel or other emergency expenses before reimbursement will be made.

- **Awards Over $2,000.00:** Applications requesting payment of medical, dental or emergency expenses in excess of $2,000.00 will only be partially approved. Up to $2,000.00 may be paid or reimbursed immediately upon approval of the application. The remainder of the award will be held in "pending status" until the end of the academic year. If sufficient funds remain in the SAF account after the needs of all eligible student-athletes have been considered, the remainder of the award may be paid, subject to the approval of the Executive Associate Athletic Director. Whenever possible, the full remaining balance of all of the awards in "pending status" shall be paid. However, if the SAF account does not have sufficient funds to cover all such awards, the remaining funds will be distributed equally to all student-athletes whose awards are in "pending status." Note: It shall be the student-athlete's responsibility to avoid incurring any late payment charges or penalties that may accrue during the academic year while the award in is "pending status." The SAF may not be used to pay such late charges.